



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 5360.3
N01

25 JAN 2016

NAVSUPPACT NAPLES INSTRUCTION 5360.3

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: DECEDENT AFFAIRS FOR DEPARTMENT OF DEFENSE EMPLOYEES AND THEIR
DEPENDENTS AND LOCAL NATIONAL EMPLOYEES

Ref: (a) MILPERSMAN 1770-030
(b) MILPERSMAN 1770-260
(c) NAVMEDCOMINST 5360.1
(d) DoD Instruction 1300.18 of 8 14 August 2009

Encl: (1) Guidelines for DOD Civilian Employees and Dependents
(2) Guidelines for Local National Employees

1. Purpose. To provide guidance and procedures in the event of DOD employees and/or dependents, contractors, and Local National employees become injured, seriously ill (SI), very seriously ill (VSI), missing, or deceased.

2. Scope. This instruction applies to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy appropriated funds U.S. employees and their dependents and Local National employees serviced by the Human Resources Office Naples, Italy.

3. Discussion. The death or serious injury of an employee or dependent is an extremely stressful event that requires utmost respect for the privacy of grieving family members and maximum coordination in a short time frame to best support the survivors. It is important, for cognizant personnel to follow through quickly with their responsibilities specified in enclosures (1) and (2).

4. Action. All personnel will ensure compliance with references (a) through (d) and this instruction. Enclosures (1) and (2), provide guidance and the procedures to follow in the event of a death of a U.S. civilian employee, their dependent, or a Local National employee.


D. W. CARPENTER

Distribution:

NAVSUPPACT NAPLES INST 5216.4BB

Lists I and II

Electronic via NAVSUPPACT NAPLES web site:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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Guidelines for Death of a DOD Civilian Employee or Dependent

1. Responsibilities

a. Executive Officer will designate a qualified Casualty Assistant Calls Officer as U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy representative.

b. The designated department staff member will:

(1) Log into Defense Casualty Information Processing System (DCIPS) at any of the following URLs: <https://dcsa.hrc.army.mil/pcr>, <https://dcsb.hrc.army.mil/pcr>, <https://dcsc.hrc.army.mil/pcr>, or <https://dcsd.hrc.army.mil/pcr>, and enter required data via the form-based menus within the DCIPS portal. A comprehensive user's guide can be found on the Navy Casualty Web page on the Navy Personnel Command Web site: <http://www.public.navy.mil/bupers-npc/support/casualty/Pages/default2.aspx> per reference (a).

(2) Advise the surviving employee or dependent to immediately contact the appropriate Human Resources Office (HRO) for assistance regarding any entitlements and/or benefits.

(3) Advise the surviving employee or dependent to contact the Naval Legal Services Office for legal advice and assistance.

(4) Ensure personnel casualty report (PCR) is sent per reference (b).

(5) Coordinate with HRO to ensure the provisions of reference (c) are satisfied.

(6) Coordinate with HRO to process a request for personnel action (RPA) nature-of-action "Death" and obtain a copy of the death certificate.

(7) Ensure the RPA is processed by HRO in a timely manner so that designated beneficiaries receive benefits and entitlements without undue delay.

(8) Retrieve the deceased employee's or dependent's I.D. Cards.

(9) Brief the chain of command regarding all actions and progress.

(10) Verify that HRO Benefits and Allowances Division has:

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(a) Counseled and assisted the surviving employee or dependent concerning entitlements and any forms or action necessary to secure those entitlements.

(b) Coordinated to provide assistance to the surviving employee or dependent to relocate as requested.

(c) Coordinated with Personal Property in case an emergency household goods shipment is required.

(d) Coordinated with Central Motor Vehicle Registration Office to sell, ship, or scrap a Privately Owned Vehicle as required.

(11) Assist surviving family members to contact NAVHOSP Naples Mortuary Affairs for options with repatriating remains, reporting a death overseas to the US Consulate, and obtaining a death certificate.

2. If the civilian is a DOD contractor, it is the command's responsibility to notify the contracting agency.

Guidelines for Local National Employees

1. Responsibilities

a. Executive Officer will designate a qualified Casualty Assistant Calls Officer as the department representative.

b. Department representatives will provide the necessary assistance as described in the following situations:

(1) Attended death of an employee in a duty status. When the death of an employee occurs in a duty status, and in the presence of colleagues, and foul play is not suspected, and it is not an on-the-job-injury; the department representative will contact U.S. Naval Hospital (USNH) Naples Patient Administration to arrange transfer of the deceased employee to the Legal Medical Institute (City Morgue). The Legal Medical Institute is responsible for the removal expenses.

(2) Attended or unattended death as a result of a job-related injury.

(a) The department representative will contact the Naval Support Activity (NAVSUPPACT) Naples Safety Office or the Command Duty Officer after normal work hours, who will contact the safety representative. Additionally, the department representative will ensure that the job-related injury claim has been completed and forwarded to the Istituto Nazionale Assicurazioni (INAIL). The NAVSUPPACT Naples Safety Office representative can assist in completing the forms that are in Italian. The Safety Office representative will also help the activity representative with the reporting procedures to the Italian Police within 48 hours from the occurrence. Failure to report this within 48 hours will result in a fine to the command.

(b) NAVSUPPACT Naples Safety Office will coordinate with the USNH Naples Patient Administration to arrange transfer of the remains to the Legal Medical Institute.

(3) Unattended death of an employee in a duty status and there is suspicion of a crime. When an employee is found deceased during duty status, the Department Head or activity representative will immediately:

(a) Inform the NAVSUPPACT Naples Security, who will immediately report the death to the Italian Police. Security and the Italian Police will bring an Italian Medical Examiner to where the body is located.

(b) Immediately inform USNH Naples Patient Administration.

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(c) Coordinate with the next-of-kin as outlined above.

(d) Assist Human Resource Office (HRO) as outlined below.

(e) Under no circumstances should the remains be moved until approval by the Italian Medical Examiner is obtained. A designated official will notify the next-of-kin of the death.

c. HRO Staffing Division is responsible for:

(1) Coordination with the department representative to advise the next-of-kin to contact the HRO Naples for assistance and to provide a copy of the death certificate, Stato-di-famiglia and the receipt for funeral expenses.

(2) Processing the Request for Personnel Action (RPA) nature-of-action "Death" with a copy of the death certificate to HRO.

(3) Ensuring the RPA is processed in a timely manner so the next-of-kin may receive the following benefits: salary, which includes payment for unused annual leave; permessi leave; advance notice; Christmas bonus; summer bonus; and end-of-employment pay.

(4) Arranging for the next-of-kin and activity representative to come to HRO the month following the death to pick-up a memorandum to submit to Commercial Bill Paying for issuance of end-of-employment pay and any owed salary.

(5) Retrieve the deceased employee's work I.D. Card and one-net access token.

d. Verify HRO Benefits and Allowances Division has sent a claim to the Istituto Nazionale di Previdenza per i Dipendenti dell'Amministrazione Pubblica (INDAP) which allows for partial reimbursement of funeral expenses. The required documents must be included in the claim:

(1) Death certificate

(2) Stato-di-famiglia

(3) Receipt for funeral expenses.